



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Date: Feb 14, 2008**

**VAC No: USAID/08/41/OM**

USAID/Afghanistan is inviting applications for the position of **Human Resources Clerk**, Office of Management, Human Resources Division, USAID/Afghanistan.

**JOB SUMMARY:** Provides a variety of clerical and support functions which includes: (a) serves as receptionist for the Human Resource Division (b) receives and route all incoming correspondence; (c) types letters, cables, reports, etc;(d) files and maintains personnel and subject files; (e) prepares routine reports such as contract expiration, performance evaluation, interview schedules, etc; (f) serves as back up to the Personnel Assistant, FSN-7 and perform his/her duties on a need basis;(g) performs other related duties as assigned by the supervisor.

**QUALIFICATIONS:** Completion of High School (12<sup>th</sup>) is required. Some formal training in records management and administrative duties desirable.

**EXPERIENCE:** Three years of clerical experience in the areas of Administration required.

**LANGUAGE:** Good communication skills in English, Pashto and Dari languages are required.

**KNOWLEDGE, ABILITY AND SKILLS:** Good working knowledge of general office operations and procedures required. Good computer skills (preferably in Microsoft Office) required. Must be very organized, tactful, and capable of maintaining good working relationship with employees and supervisors.

## **COMPENSATION PACKAGE**

Salary and benefits are normally determined based on qualifications, experience and current earnings. Position Grade Level: FSN-05 Starting salary and grade will be determined on the basis of qualifications, work experience and/or previous salary history. It is the policy of the United States government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age, disability or sexual orientation.

## **HOW TO APPLY**

Interested applicants from within the Mission should apply with their complete bio-data to the HR Specialist, USAID/Kabul. Employees in probationary status or with less than a year of USG service are not eligible to apply.

**Outside candidates:** Should submit their application in the attached Employment Application Form to USAID by email to [hrc0841@usaid.gov](mailto:hrc0841@usaid.gov) . Closing date for submitting application is **March 02, 2008**. Please note that applications without the form will not be entertained. Please note that only candidates who are short-listed will be notified.

**USAID IS AN EQUAL OPPRTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND BOTH  
GENDERS ARE URGED TO APPLY**

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